

Event Planner Extraordinaire

VIRTUAL STUDENT FEDERAL SERVICE



Project Title	Event Planner Extraordinaire
Project Summary	Contribute to the event planning process for exchange participants! Help our grantees have an awesome experience before, during, and after their grants.
Country	United States
Country/Region of Focus	South Asia

Project Description

We are looking for someone with interest in event planning and passion for digital design to support the Bureau of Educational and Cultural Affairs' South and Central Asia Branch. Each year the Branch holds events in the U.S. for foreign grantees and overseas for U.S. grantees. The eIntern will refresh our onepagers and agendas, as well as assist with other event planning tasks. The eIntern may also be asked to assist with speechwriting before the events and content for social media after the events.

Required Skills or Interests

Skill(s)

Editing and proofreading

Graphic design

Social media management

Speech writing

Storytelling/blogging/vlogging

Additional Information

None

Language Requirements

None